

# STATE OF MICHIGAN

THE DISTRICT COURT

60<sup>TH</sup> JUDICIAL DISTRICT

**JAMES P. HUGHES**  
INTERIM COURT ADMINISTRATOR

**WANDA HART WEBER**  
DEPUTY ADMINISTRATOR

## **JOB POSTING AND POSITION DESCRIPTION JULY 26, 2016**

COURT ADMINISTRATOR  
60<sup>TH</sup> JUDICIAL DISTRICT COURT  
MUSKEGON, MICHIGAN

### **SUMMARY:**

Under the administrative direction of the Chief Judge, serves as the Chief Administrative Officer of the 60<sup>th</sup> District Court. Responsibilities include supervision of magistrates, supervisors, clerk's office, probation department and management of the administrative and quasi-judicial functions of the court.

The successful candidate should be a visionary leader with strong human relations skills, knowledge of district court operations, and the ability to lead by example.

### **QUALIFICATIONS:** EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university in public administration or an area related to court administration is required (Criminal Justice, Law, Social Work, Business Administration etc.). A Master's Degree in Court or Public Administration and/or a graduate of the Institute For Court Management or other related advanced degree is **preferred**.

Five years of progressively more responsible administrative/legal experience with a minimum two years of management / supervisory experience in a Michigan trial court is required. Five years administrative/supervisory experience is **preferred**.

**FLSA STATUS:** EXEMPT

**SALARY:** \$75,333 - \$95,573

**BENEFITS:** Muskegon County Non-Bargaining Director's Benefits

APPLY WITH COVER LETTER AND RESUME TO:

JAMES P. HUGHES  
INTERIM COURT ADMINISTRATOR  
[HUGHESJI@CO.MUSKEGON.MI.US](mailto:HUGHESJI@CO.MUSKEGON.MI.US)

JOB IS OPEN UNTIL FILLED

60<sup>TH</sup> DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

JPH / pr (7/26/16)